



Natural Resources Conservation Service
Wallace F. Bennett Federal Building
125 South State Street, Room 4402
Salt Lake City, UT 84138-1100

May 5, 2008

UTAH BULLETIN NO. UT250-08-02

SUBJECT: FNM – GOVTRIP TRAVEL WEBSITE AND PROCEDURES

ACTION REQUIRED: JUNE 16, 2008

Purpose: To provide information on GovTrip, the new travel website required for government travel.

Expiration Date: September 30, 2008

Effective **July 3, 2008**, USDA-NRCS will be changing its official government travel website to GovTrip. All employees will be required to use GovTrip for government travel.

Several steps must be completed before employees can obtain access to the new GovTrip system. Please complete the following by **June 16, 2008**.

1. Update current profile in FedTraveler.
 - Log into FedTraveler and click on your name in [blue](#).
 - Update information including credit card number, expiration date, name, address e-mail address, emergency contact information, and phone numbers.
 - Save profile.
2. Complete attached AD-1143 and submit paper copy with original signature to Christene Staley, Budget Officer, in the state office.
 - AD-1143 - Only the block numbers highlighted in yellow are required. Please follow instructions listed below in completing the form.

BLOCK NO.

- 1 Check GovTrip.com
- 4 Enter name.
- 5 Enter job title or Contractor, if not a USDA employee.
- 6 Enter address where the user can be contacted by mail.
- 9 Enter e-mail address.
- 10 Enter telephone number.
- 11 Enter manager's telephone number.
- 14 Check "Modify User Profile"
- 33 Please check all roles applicable.
 - Traveler – Only view your own travel data and submit your own voucher for approval.
 - Travel Arranger – Able to prepare/view travel plans for designated personnel.
 - Approver – Approve travel vouchers for designated personnel (all Supervisors).
- 37 User's signature.
- 38 Date user signed form.
- 42 Manager's signature.
- 43 Date manager approved the requested action.

3. Mail signed original to:

Christene Staley
USDA / NRCS
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GovTrip will require the same e-authentication login ID and password you already use for other applications.

Further information on GovTrip training for all employees will be provided at a later date. If you wish to view the new system it can be found at www.govtrip.com.

Contact: Christene Staley, Budget Officer, 801 524-4586 or christene.staley@ut.usda.gov.

/S/

TODD NIELSON
State Administrative Officer

Enclosure

Distribution: E